Sequential Index to Issues 21 through 61

Version 1 of the newsletter spanned issues 1 through 35. *News & Notes* and *Resources* columns in version 1 are not indexed here. Version 2 spanned issues 36 through 60. Version 3 started at issue 61. Newsletter version changes represent significant format updates.

The FileMaker Report

Issue 21 — June 16, 1989 — 16p

Feature — 5
Using FileMaker for Payrolls – calculations and procedures used to manage payroll operations for a small business

Feature — 9
Tracking Church Gifts – template design

Quick Tips — 13
Auto-open files • Making subscripts and superscripts • Text version of check amounts often optional • Paint a check signature • Printer lubrication • Locating lowercase data

Issue 22 — July 5, 1989 — 16p

Feature — 3
Making and Using Notes in FileMaker – 15 methods

Feature — 6
Spreadsheet Layouts in FileMaker – 2-D layout arrays

Quick Tips — 10
Easy *Omit* • Redundancy Aids Data Verification • Calculate first initial + last name for dup searches • Customized Help files • Date format differences • Tempo II difficulties • Entering and calculating clock time • Does splitting files save space? • Two *Entry Options* bugs • Keep bad addresses

Issue 23 — September 8, 1989 — 16p

Feature — 5
Tracking Health Claims – coordinating multiple insurance claim submissions

Feature — 7
Printing Directories and Signature Imposition – arranging pages in proper order for printing on signatures

Feature — 12
Calculate Better Mail Labels – calculating standardized formatting and abbreviations for mail labels

Design Project — 15
FileMaker Challenge 1

Issue 24 — October 12, 1989 — 16p

Update — 4
Correction to 'Verbalizing Your Wealth'

Feature — 5
Printing Labels on a Laser Printer – details of label stock, layout design, good tips

Feature — 9
Tap the Power of Existing Data – *Existing value only* • *View Index* • Dummy records as 'bucket' for old data • Self-lookup old data • Monthly sets of repetitive checks • Sets of order data

Design Project — 15
FileMaker Challenge 2

Issue 25 — November 17, 1989 — 16p

Resources — 3
Templates • Tech support • Manual • Help file • Claris newsletter • User Groups • Books • Training tapes • The FileMaker Report • 19 consultants

Feature — 7
Mail Tracking – handling business correspondence

Feature — 9
FileMaker *vs* HyperCard *vs* SuperCard

Quick Tips — 13
Purging Letters reactions • Moving records to and from word processors • Manipulate records in a word processor • Use the right keyboard!

Issue 26 — December 12, 1989 — 16p

Feature — 3
Scrunch FileMaker Spacing – squeezing a few more lines onto a layout • adjusting body part into a field

Feature — 5
Copy and Paste FileMaker Equations – Edit menu not available, but copy and paste keyboard shortcuts can be used

Feature — 6
Automating Blueprint Sales – template for entering and tracking orders • minimize entry keystrokes • detect problems and raise warning flags automatically

Feature — 9
Printing Laser Labels – fool FileMaker into printing 11 rows of one-inch labels on an 8.5 x 11 page instead of 10

Quick Tips — 10
New one-up Cheshire label medium • Calculate single-field addresses • Don't format a text field for displaying dollars • Equations for changing case • Keep lookups local • Renaming fields sometimes changes layout text undesirably • Redesigning file structures • Cleaning up equations • Bug: View-As-List with Subsummaries • Calculate City+Comma

Issue 27 — February 19, 1990 — 16p

Feature — 5
Finding Mortgage Factors – Looking up a factor to calculate a monthly principle-plus-interest payment

Feature — 7
Strategies and Tactics for Deleting Records – Types of deletions • Dangers • Slowness • Deleting all records • Close after deletes • Update instead of Delete

Feature — 11
Spreadsheets *vs* Databases – defining characteristics

Quick Tips — 13
Creating blank first records • Reordering records by moving them to a clone • Compress after Recover

Issue 28 March 30, 1990 20p

Preview 3
Here Comes FileMaker Pro! – New features • New menus • New tools

Feature 5
Video Rental Store – A one-file template for checking out, checking in, and management reports

Feature 9
Full-Page Lined Forms – Create horizontal lines all the way down a form even if only a partial page of records is printed

Feature 12
Detecting and Computing Empty Fields – FileMaker often ignores empty fields in calculations • six ways to force recognition

Quick Tips 15
System 6.0.5 warnings • Bug: unevaluated equation • Paste Ditto is Undoable • Bug: Find request omits checkbox in duplicated requests • Script command keys are automatically reassigned • Several ways to enhance name codes • Date and numeric fields are *not* expanded in Find • Counting field contents for data validation • Sequential three-part form layout

Issue 29 June 28, 1990 16p

Feature 4
Exploring FileMaker Pro – Naming layouts • Sizing • Pop-up layout list • Six pre-formatted layouts • Passwords and Groups

Feature 7
Locating Customers who have not recently ordered – very tough in a file with one record per order • Selective self-lookups • Update records with cross-data

Feature 11
New Uses for Repeating Fields – Enhancing Finds • Manual indexing • Flexible addressing • Address filtering •

Issue 30 July 30, 1990 16p

Feature 6
Processing Payables • Tracking the payables • Printing checks • Making long pop-up lists • Archiving • Summaries

Q & A 11
Calculating a Shipping/Handling Charge – A percent charge with a minimum and allowance for manual adjustments

Feature 12
Credit Card Tracking – Template handles credit card transactions

Feature 15
Exploring FileMaker Pro, Part III – Overview • Primal core intact • Smooth operating feel • New security control

Issue 31 September 20, 1990 16p

Feature 4
Taking Random Samples of Records – Making one-of-ten, one-of-hundred, and one-of-thousand selections

Feature 7
Converting to FileMaker Pro – installation creates new files • networking • RAM allotment • conversion is one-way • Fast • Keyboard shortcut changes • Passwords • Buttons • Update external macros

Q & A 12
Custom Sort Sequences – violate inherent hierarchical values • use a special field for sorting

Quick Tips 13
Compression in Pro works the same • Large file problems • *Recover* problems • *After Dark* on the Network • No Print command in empty files • Don't exercise scripts in an empty file • A label generator file • Separate label printing from address files • Making data read-only

Issue 32 October 18, 1990 16p

Equation du Jour 3
Calculating Volume Discounts – entering an order price that varies with the quantity ordered • calculated and looked-up • Based on total order volume

Q & A 5
Calculating with Summary Fields – Browse summaries, export summaries, graph summaries

Feature 6
Managing Checking Accounts – entering transactions • printing checks • text version of numeric amount • assigning check numbers • allocating to accounts • balancing • reconciling with bank • handling errors • year-end reports

Quick Tips 14
Enter addresses as upper case or proper case? • Network messaging file • Duplicating just a portion of a record

Issue 33 December 12, 1990 20p

Feature 3
FileMaker Pro: Pros & Cons

Equation du Jour 7
Volume Discounts, Part 2 – discounts the same for each repeating line but still a function of total order quantity • manual intervention • General solution groups discounts

Feature 13
Data-Driven Layouts – varying a layout as a function of internal data • Put data into calculations that respond to the desired data

Special Report Supplement
FileMaker Pro Problems and Solutions

Issue 34 January 30, 1991 16p

Note 3
Converting to FileMaker Pro

Feature 3
A Project Management Information System – a set of interlocking files to handle a variety of needs for small consulting firms • Prospects, Clients, Proposals, Contracts, Employees, WIP, Invoices, Ledger

Feature 11
Locating Ignored Characters – get characters that are not indexed • Use Position function for special searches • Can be a reasonably general technique

Issue 35 March 7, 1991 16p

Feature 3
Add-on and Push-down Data Stacks – manipulating repeating fields to add-on or push-down new data • repeating field sequence numbers • looking-up sequence numbers for new records • variations

Q & A 12
Finds in Repeating Fields – Extract data buried in a repeating field then use it find desired information

Equation du Jour 14
Group Sequence Numbers – Numbering record groups

Issue 36 May 3, 1991 16p

Feature 1
Record-to-Record Information Transfers – looking up adjacent record data to combine with local data

Feature 4
A FileMaker Search-Only Field – burying data in an un-expanded repeating field

Feature 6
New Pro Serials (Better Than Oat Bran!) – expanded serial numbers • mixed alpha and numeric serials • errors with numbers greater than 2111111111

Feature 8
Calculating Elapsed Times – new time functions • compute the difference between start time and stop time

Feature 11
Estate Planning – a template to coordinate assets, locations, ownership • probate, taxes

Note 11
To B(utton) or not to B(utton)

Quick Tips 14
Field definition dialog scrolling • Curly quotes don't work in equations • Simulating preprinted forms • Invisible fields • Add serial numbers • Assigning invoice numbers • Case of functions more versatile • Always print less than 9,999 records at a time

Issue 37 June 14, 1991 16p

Feature 1
Catalog Publishing with FileMaker: Part 1 – use data-driven layouts • tricky layouts • mirroring alternate pages • gutters • calculating page locations

Q & A 9
Finding Not-recent Customers – characteristics of *groups* of records • find by customer and put latest date in all

Feature 11
Using Calculation and Data Fields Together – putting the cursor in a calculated field • auto fill-in of Bill-To/Ship-To fields • an IF override • hide data fields from some users

Issue 38 June 24, 1991 16p

Feature 1
Automate Elimination of Duplicate Addresses – number records within each group of dups • Find all dups, delete all but one

Feature 8
Catalog Publishing with FileMaker: Part 2 – data-driven illustrations • adding emphasis • lookup graphic elements

Update 13
Elapsed Time Corrections

Q & A 14
Summarize Items From Repeating Fields – Extract line data, then summarize extracted information

Issue 39 August 9, 1991 16p

Feature 1
Power Pop-Ups – a value list with 1100 entries • organizing the values • time to pop-up • efficient data entry

Update 5
Errata: Telephone Number Formatting

Feature 6
Counting the Number of Unique Entries

Feature 7
Adding and Updating Record Numbers – two techniques to revise existing or add new serial numbers • in Pro use the new Summary (running count) function to auto-generate serial numbers • create within FileMaker a set of serials starting with any value and using any increment

Q & A 12
Copying from a Calculated Field – Lookup a calculated one-field address into a text field for copying to the clipboard

Quick Tips 14
System 7 alias files don't yet work in FileMaker • Claris answer line • duplexing field space in reports • editing button text deletes button function • last function extracts last repeating field entry

Issue 40 September 18, 1991 16p

Feature 1
FileMaker Pro Security Features – control over *Activities* (with passwords) and *Resources* (with groups) • overview dialog • group and password associations with layouts and fields • Bonus: seeing which fields are on a given layout and which layouts use a given field

Q & A 8
Add and Update Records at the Same Time – six approaches

Feature 10
DBF Format Reveals Max Length of Field Data – details about the DBF import/export format

Quick Tips 14
Claris fax service • No more *View Index*, now *Paste Special From Index* instead • Making date data consistent • Bug: Space warning for Save-a-Copy • Can omit only up to 32,767 records

Issue 41 November 8, 1991 16p

Feature 1
A FileMaker Correspondence File – handling notes, memos, faxes, letters in one FileMaker file • calculations allow easy customization • different layouts for different tasks • accumulated database of all correspondence

Feature 6
Hunting the Elusive Field – using Security overview to locate occurrence of fields on layouts

Feature 7
FileMaker Button Tips and Tricks – any object a button • don't overuse • be consistent • good design • resolution of button graphics • help access • layout switching • navigation • main menu layout technique • non-printing buttons • dual Find function • color • Show command • column headers as Sort buttons • replicate book icon functions • invisible buttons • Find-in-range

Quick Tips 14
Calculate a ZIP Code format • use of repeating phone fields

Issue 42 December 18, 1991 16p

Feature 1
A Guide to FileMaker Lookups – the lookup process • network lookups • defining lookups • data movement • Multiple lookup files • lookup failure options • lookup keys • Smaller 'cusp' look-up tables • self lookups • lookup example

Follow-up 9
Correspondence Files

Equation du Jour 10
Calculating Date Quarters – many date/time related functions built-in, but not quarters • several ways to calculate

Feature 12
Speeding Import/Export in FileMaker Pro – import/export process changes with Pro • summary fields • import/export dialogs • don't export calculation results when not needed

Issue 43 March 6, 1992 16p

Feature 1
Questionnaire Response Percentages – use of *Summary* function

Feature 4
Putting Commas in Addresses – seven methods for dealing with commas between City and State in an address

Equation du Jour 6
Monitoring ZIP Codes – several equations for checking the validity of ZIP codes • tests combined into one calculation

Feature 10
Networking with FileMaker – accessing FileMaker files on a different machine across a network • problems • limitations

Feature 14
Remote Printing With FileMaker – using the network to off-load printing tasks • multiple print jobs to multiple printers at the same time

Issue 44 April 22, 1992 16p

Feature 1
CrimeBuster: FileMaker in the Streets – using FileMaker to fill out police crime reports • a PowerBook in the field • navigation problems • printing complex and variable-length reports • FileMaker as a custom development tool

Feature 9
Anatomy of CrimeBuster Design – design history • floating button bar • FileMaker as a consulting tool

Feature 12
Capitalizing States (Un) Properly – the *Proper* function: limitations and cautions • state abbreviations should *not* be propered • correction of *position* definition

Quick Tips 14
Click above or below the FileMaker bookmark to skip to other regions in the found set • Clearing multiple fields • Close All in the Window menu? • 9-digit ZIP table extremely large • Mousing import or export check marks by skim-dragging • Potential bad entries in Last Name field

Issue 45 June 16, 1992 16p

Feature 1
Reorganizing a Subscription Database ("What is a File?") – ask the right questions • evolving the file structure • "What is a record?" • checking basic premises • report calculations

Feature 9
Selective Relookups For New Fields – two approaches

Feature 10
Tracking Project Contacts: Who Said What to Whom and When? – simple template for managing a manager's contacts and commitments with both subordinates and bosses • flags when mis-entries are detected

Quick Tips 13
Network mail merge limitations • help screen buttons trick • sliding right • recovered files forget custom ordering of scripts, layouts, field definitions • finding non-date data in a date field • tracking transfers of records

Issue 46 August 31, 1992 20p

Feature 1
Making Use of FileMaker Value Lists – creating and editing the list • Field Format command selects type of list display: pop-ups, check boxes, menus, radio buttons • data entry variations with type

Note 5
Using Radio Buttons in Find Screens

Feature 6
Transportation Dispatching Template – tracking vehicles, expenses, and drivers • management reports

Q & A 10
Summary Reports from Repeating Fields – split repeating fields into another file to use for reports • Summary calculation plus subsummary layout part provides desired report

FileMaker Functions
ABS() – The absolute function • examples

Quick Tips 14
Paste Today format • lookup Today to save time • Today at midnight • Pasting layouts • Tab sequences not pasted • Changing paper sizes • Wish: omit messages not needed • Wish: Tab sequence dialog should respond to *enter* key • Opening multiple files at once • Decoding old scripts

Feature Special Supplement
A preview of New Features in FileMaker Pro 2.0 – Mixed platform operation • Added import/export • Mode pop-up • Finding punctuation characters • Reorder layouts and sorts by dragging • Auto-serialization • New text styles • Justified text • Omit fields from tab order • Highlight and copy any field • Startup scripts • ScriptMaker is a significant enhancement

Issue 47 October 15, 1992 16p

Feature 1
Recovering FileMaker Databases – autorepair and recover operations • typical error messages • recovery steps described • locking • prevention

Note 9
Fixing Files – tips and observations

Feature 11
Augmenting Value List Functionality – more tips: selecting multiple values, deselecting values

Feature 12
Displaying Calculated Blanks – not displaying a null result as a zero • TextToNum helps • examples

Feature 14
Latest-Record Lookups – FileMaker looks up from the first matching record found in the as-entered sequence, not as sorted • building an "active lookup" • managing the lookup key

Issue 48 December 21, 1992 16p

Feature 1
Using QuicKeys™ with FileMaker – evolution of QuicKeys • mapping • paging the book icon • processing addresses • data entry • QuicKeys wish list

Note 9
CrimeBuster Update

Feature 9
Counting Words with FileMaker – accurate word count needed for classified ad application • count spaces? • Repeating field for entry with one word per line, however 'word' is defined • the *Count* function counts lines of the repeating field • words are exported, then imported into a single field

Feature 11
Monitoring PrintMonitor – specifying options

Q & A 14
Fixing Changed Area Codes – prefixes to be changed control a calculation that selectively changes area codes • alternate: build lookup file and use to assemble all new phone numbers

Issue 49 March 3, 1993 16p

Feature 1
Expanded Lookups: Overwrites & Aliases – copying empty lookup data • aliases of lookups work • remote aliases

Feature 6
Calculating Date Suffixes – put 'nd' in '2nd' • added automation for data entry • those tough teens: 1st, 2nd, 3rd, 4th • custom date formatting

Feature 9
Calculating Fonts and Font Style? – cannot directly compute a font or style • workaround: stacking mutually-exclusive fields

Feature 11
Viewing the Index of the Found Set – simply calculate a new field that contains only data from the found set and view it • alternative setup allows selection of field to be re-indexed

Issue 50 April 12, 1993 16p

Feature 1
Stupid FileMaker Mistakes *("Don't Do That!")* – 16 things to *not* do in FileMaker

Q & A 8
Calculating the Latest of Three Dates – use a repeating field for the dates and then compute the max date • step-by-step accumulation of an equation for dates in separate fields

Feature 12
A Birthday and Anniversary Reminder System – calculate ages and years married • countdown equations

Quick Tips 13
Parity for checking repeating field sequence numbers • Clearing a field • Auto-format new layout fields • Characteristics of *Sum* and *Count* functions • Locking lookup files • Invalid dates

Issue 51 June 21, 1993 16p

Feature 1
Database Publishing with FileMaker – options • direct from FileMaker • indirect through a page layout program • calculate formatting for output • example

Feature 9
Making POSTNET Bar Codes in FileMaker – saving postage • calculating the barcode data • printing

Feature 12
Can a FileMaker Button Type Data into a Field? – using the *Paste Literal* script command

Quick Tips 14
New Stupid FileMaker Mistake • Pro 2.0 v4 • Password lookups • Cancel Replace • Paste ditto into Find request • Specify the opening layout • Finder shortcuts

Issue 52 August 16, 1993 16p

Feature 1
Importing Fixed-Field-Length Addresses – non-DBF files need calculations to extract field data by position • trim

Feature 4
Extracting First and Last Names from Full Names – understanding Full Name format is essential • complicating factors • nesting Position functions

Feature 8
Structured Development of FileMaker Solutions – use a FileMaker file to keep a database of fields and field characteristics of other files • cattle herd management example • synchronizing data from several incompatible files

Feature 14
Alphabetic Page Breaks – create Firstletter field and use to build a page break subsummary

Quick Tips 14
Close hidden files from the keyboard • errata: POSTNET equation • accidental record deletion

Issue 53 September 9, 1993 16p

Feature 1
Working with Multimedia in FileMaker – crimeWriter for training police recruits • combining still pictures, audio, video, in FileMaker on a PowerBook • difficulties encountered • navigation • tips and tricks • minimizing storage space

Feature 12
Making Complex Equations Easier to Read – add return characters freely to equations for line arrangement

Quick Tips 14
More on accidental deletions • Another Stupid FileMaker Mistake • Transporting address files • Eliminate redundant City and State data from address lookups • Apple speakers • Windows tech support • QuickTime viewer • dangerous recovery

Issue 54 November 10, 1993 16p

Feature 1
Calculate Word Equivalents of Numbers – a very long equation that converts numeric values into words

Feature 6
Find-and-Replace Calculations in FileMaker – a complex series of equations for multiple find/replace operations on data fields

Feature 14
Custom Rounding Calculations – decoding the Round function • building custom rounding • examples

Issue 55 December 30, 1993 16p

Feature 1
Using External Scripts, Automating Inventory Updates – how to make a script in one file talk to another file • using this capability to update an inventory file

Feature 6
Skipping Labels on Laser Printer Label Stock – a set of scripts and a special layout that allows use of partial pages of labels

Feature 11
Extracting ZIP and State – development of an equation to pull out two pieces of information from a combined field

Quick Tips 12
FileMaker as a Graphics Transcriber • Backing Up • View Index variations • Make...Checks™ revision available • Use a master password to protect files • Extract first name • Identifying all order records that have a specific item or type of item entered in repeating fields • Balloon help very modest for FileMaker • Scripting Go To Last Record • Locking lookup files

Issue 56 **March 4, 1994** **16p**

(incorrectly dated as March 4, 1993)

Feature 1
Making FileMaker "External Functions" – scripting allows moving some functions outboard • types of multi-file setups • put complex equations in separate files • tips on externalizing

Feature 6
Another Number-to-Text Conversion – long calculation • uses a different and shorter technique than in issue #54 • explanation of technique • limited to positive values and numbers less than $999,999.99 • commas ignored but allowed

Feature 11
Putting the Num-to-Text Calculation in an Outside File – using the techniques of this issue's first article to implement the equation from the second

Feature 13
Capitalizing Text with an External Function – using the techniques of this issue's first article to implement an outboard capitalization function • works for one record or for all in a set

Issue 57 **April 28, 1994** **16p**

Feature 1
Cross-Platform FileMaker – not exactly the same on both but quite close • DOS naming conventions • font adjustments • performance • minor issues

Feature 8
Mixing Platforms with FileMaker – several operating and performance difficulties

Q & A 10
Move Separate Data into Repeating Fields – scripting a sequence of cut and paste operations

Quick Tips 12
Don't Print and Calculate at the same time • Another way to calculate date suffixes • Put cosmetic return characters in equations with care • Postnet calculation alert • Wanted: how to calculate the number of check boxes checked • Custom rounding variation • Using sequential screen redraw for effect • Fax data from Claris

Issue 58 **June 21, 1994** **16p**

Feature 1
Checking Checked Check Boxes – many responses from subscribers • what are value lists and check-box fields? • an easy way to view check box experiments • use field length equation for fixed-length values • sequence of checks • variable length items • faking fixed-length • locate returns inserted by FileMaker • change the ground rules • decode presence of specific values • use Sum where it was not intended for a simple solution

Feature 10
Creating Even Multiple Columns – distributing a variable set of selected items into even columns

Feature 14
NameCode Update, NameCode for Canada – calculating an identification code for and address record • combine last name and part of ZIP code • adapting for Canada

Quick Tips 15
Buttons in lower-left corner of FileMaker windows • percent indicator is a button too • checking field name similarities between two files • print page and envelope or label in stuff order

Issue 59 **August 16, 1994** **16p**

Feature 1
FileMaker Function Keys Unlimited – use QuicKeys and scripts to assign a different set of operations to keyboard function keys with every different layout • button design variations

Feature 6
On-Line FileMaker Resources – AOL • eWorld

Feature 10
Scripting Repeating Fields – moving data in an invoice file • use caution exercising such powerful scripts • create a custom warning message

Feature 14
FileMaker Support at Claris – 12 sources

Issue 60 **September 20, 1994** **16p**

Feature 1
Partial Unindexing in FileMaker – use numeric field for text data • what is indexing?

Feature 4
Transferring Multiple Invoice Data to Checks – use an external macro to coordinate Make...Repeats+ with FileMaker

Feature 6
Guarding Serial Numbers & Reserializing Too – conflict between firmly fixed serial numbers and serializing imported records • instead of redefining the serial number back and forth, build custom protection that does not rely on direct FileMaker features • calculate your own protection

Q & A 10
Removing Empty Repeating Field Lines – scripts provide one answer • sequential scripts simplify process • use caution

Techniques & Tips & Notes 13
Newsletter revisions • Lower FileMaker price • Faster Finds in empty fields • use custom warning message to help prevent mishaps • When Today is yesterday, a file still open after midnight does not update Today, workarounds • formatting for day-of-week

Issue 61 **November 10, 1994** **20p**

Feature 1
Conditional Branching in FileMaker Scripts – take advantage of the only script step that makes a decision • manipulate the record set to bend a script to the desired end • script examples

Feature 6
Click 'n Type: Writing with a Mouse – report generation by assembling appropriate snippets of text • editing the snippets

Techniques & Tips & Notes 10
Wholesale UK phone number conversion • Providing different messages in Browse and Preview modes • Instant T-Squares

Comment 12
FileMaker *vs* 'Relational' Databases – why *not* to switch to a 'relational' design • defining FileMaker • 'wasting' space • being comfortable with FileMaker

Elk Horn Publishing, PO Box 1300, Freedom, CA 95019
Voice: 408-726-1232 Fax: 408-726-1233